

CHECKLIST TO DESIGNATE AREAS OF EVALUATION FOR REQUESTS FOR PROPOSAL (RFP)

MDOT PROJECT MANAGER Lori Swanson			JOB NUMBER (JN) 85598, 86039, 86892, 86893	CONTROL SECTION (CS) 63172, 63174
DESCRIPTION IF NO JN/CS				
MDOT PROJECT MANAGER: Check all items to be included in RFP. WHITE = REQUIRED GRAY SHADING = OPTIONAL			CONSULTANT: Provide only checked items below in proposal.	
Check the appropriate Tier in the box below				
<input type="checkbox"/> TIER I (\$25,000-\$99,999)	<input checked="" type="checkbox"/> TIER II (\$100,000-\$250,000)	<input type="checkbox"/> TIER III (>\$250,000)		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Understanding of Service	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>Innovations</i>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Safety Program</i>	
N/A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Organization Chart	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Qualifications of Team	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Past Performance	
Not required as part of official RFP	Not required as part of official RFP	<input type="checkbox"/>	Quality Assurance/Quality Control	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Location. The percentage of work performed in Michigan will be used on all contracts unless the contract is for on-site inspection, then location should be scored for the on-site inspection.	
N/A	N/A	<input type="checkbox"/>	Presentation	
N/A	N/A	<input type="checkbox"/>	Technical Proposal (if Presentation is required)	
3 pages including cover sheet (No Resumes)	7 pages	19 pages	Total maximum pages for RFP not including key personnel resumes	

REQUEST FOR PROPOSAL

The Michigan Department of Transportation (MDOT) is seeking professional services for the project contained in the attached scope of services.

If your firm is interested in providing services, please indicate your interest by submitting a Proposal, Proposal/Bid Sheet or Bid Sheet as indicated below. The documents must be submitted in accordance with the latest "Consultant/Vendor Selection Guidelines for Service Contracts" and "Guideline for Completing a Low Bid Sheet(s)", if a low bid is involved as part of the selection process. **Referenced Guidelines are available on MDOT's website under Doing Business > Requests for Proposals.**

RFP SPECIFIC INFORMATION

☒ BUREAU OF HIGHWAYS ☐ BUREAU OF TRANSPORTATION PLANNING ** ☐ OTHER

THE SERVICE WAS POSTED ON THE ANTICIPATED QUARTERLY REQUESTS FOR PROPOSALS

☒ NO ☐ YES DATED _____ THROUGH _____

<input checked="" type="checkbox"/> Prequalified Services – See page <u>4</u> of the attached Scope of Services for required Prequalification Classifications.	<input type="checkbox"/> Non-Prequalified Services - If selected, the vendor must make sure that current financial information, including labor rates, overhead computations, and financial statements, if overhead is not audited, is on file with MDOT's Office of Commission Audits. This information must be on file for the prime vendor and all sub vendors so that the contract will not be delayed.
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☒ **Qualifications Based Selection** – Use Consultant/Vendor Selection Guidelines

For all Qualifications Based Selections, the selection team will review the information submitted and will select the firm considered most qualified to perform the services based on the proposals. The selected vendor will be contacted to confirm capacity. Upon confirmation, that firm will be asked to prepare a priced proposal. Negotiations will be conducted with the firm selected.

**** For RFP's that originate in Bureau of Transportation Planning only**, a price proposal must be submitted at the same time as, but separate from, the proposal. Submit directly to the Contract Administrator/Selection Specialist, Bureau of Transportation Planning (**see address list, page 2**). The price proposal must be submitted in a sealed manila envelope, clearly marked in large red letters **"PRICE PROPOSAL – TO BE OPENED ONLY BY SELECTION SPECIALIST."** The vendor's name and return address **MUST** be on the front of the envelope. The price proposal will only be opened for the highest scoring proposal. Unopened price proposals will be returned to the unselected vendor(s). Failure to comply with this procedure may result in your bid being opened erroneously by the mail room.

For a cost plus fixed fee contract, the selected vendor must have a cost accounting system to support a cost plus fixed fee contract. This type of system has a job-order cost accounting system for the recording and accumulation of costs incurred under its contracts. Each project is assigned a job number so that costs may be segregated and accumulated in the vendor's job-order accounting system.

☐ **Qualifications Review / Low Bid** - Use Consultant/Vendor Selection Guidelines. See Bid Sheet Instructions for additional information.

For Qualification Review/Low Bid selections, the selection team will review the proposals submitted and post the date of the bid opening on the MDOT website. The notification will be posted at least two business days prior to the bid opening. Only bids from vendors that meet proposal requirements will be opened. The vendor with the lowest bid will be selected. The selected vendor may be contacted to confirm capacity.

☐ **Best Value** - Use Consultant/Vendor Selection Guidelines. See Bid Sheet Instructions below for additional information. The bid amount is a component of the total proposal score, not the determining factor of the selection.

☐ **Low Bid** (no qualifications review required - no proposal required.) See Bid Sheet Instructions below for additional instructions.

BID SHEET INSTRUCTIONS

A bid sheet(s) must be submitted in accordance with the "Guideline for Completing a Low Bid Sheet(s)" (available on MDOT's website). The Bid Sheet is located at the end of the Scope of Services. Submit bid sheet(s) separate from the proposal, to the address indicated below. The bid sheet(s) must be submitted in a sealed manila envelope, clearly marked in large red letters **"SEALED BID – TO BE OPENED ONLY BY SELECTION SPECIALIST."** The vendor's name and return address **MUST** be on the front of the envelope. Failure to comply with this procedure may result in your bid being opened erroneously by the mail room.

PROPOSAL SUBMITTAL INFORMATION

REQUIRED NUMBER OF COPIES FOR PROJECT MANAGER 3 copies	PROPOSAL DUE DATE 3/1/07	TIME DUE 4 pm
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PROPOSAL AND BID SHEET MAILING ADDRESSES

Mail the multiple proposal bundle to the MDOT Project Manager or Other indicated below.

☒ MDOT Project Manager ☐ MDOT Other

Lori Swanson, P.E.
MDOT - Oakland TSC
2300 Dixie Highway, Suite 300
Waterford, MI 48328-1810

Mail one additional stapled copy of the proposal to the Lansing Office indicated below.

Lansing Regular Mail	OR	Lansing Overnight Mail
<input checked="" type="checkbox"/> Secretary, Contract Services Div - B225 Michigan Department of Transportation PO Box 30050 Lansing, MI 48909		Secretary, Contract Services Div - B225 Michigan Department of Transportation 425 W. Ottawa Lansing, MI 48933
<input type="checkbox"/> Contract Administrator/Selection Specialist Bureau of Transportation Planning B340 Michigan Department of Transportation PO Box 30050 Lansing, MI 48909		Contract Administrator/Selection Specialist Bureau of Transportation Planning B340 Michigan Department of Transportation 425 W. Ottawa Lansing, MI 48933

GENERAL INFORMATION

Any questions relative to the scope of services must be submitted by e-mail to the MDOT Project Manager. Questions must be received by the Project Manager at least four (4) working days prior to the due date and time specified above. All questions and answers will be placed on the MDOT website as soon as possible after receipt of the questions, and at least three (3) days prior to the RFP due date deadline. The names of vendors submitting questions will not be disclosed.

MDOT is an equal opportunity employer and MDOT DBE firms are encouraged to apply. The participating DBE firm, as currently certified by MDOT's Office of Equal Opportunity, shall be listed in the Proposal

MDOT FORMS REQUIRED AS PART OF PROPOSAL SUBMISSION

- 5100D** – Request for Proposal Cover Sheet
- 5100G** – Certification of Availability of Key Personnel

(These forms are not included in the proposal maximum page count.)

Michigan Department of Transportation

**SCOPE OF SERVICES
FOR
DESIGN SERVICES**

CONTROL SECTION(S): 63172, 63174

JOB NUMBER(S): 85598, 86039, 86892, 86893

LOCATION: I-75, 19 Bridges in City of Auburn Hills, City of Troy and Independence Township

DESCRIPTION OF WORK:

To design the maintaining traffic plans for the bridges listed below. Associated bridge work is being designed by the Lansing Bridge Unit for all bridges. The Consultant shall coordinate the design of the maintaining traffic plans with Oakland TSC Traffic and Safety Engineer, Steve Stramsak, P.E., Bridge Project Manager, Raja Jildeh, P.E. and Project Manager, Lori Swanson, P.E.

PRIMARY PREQUALIFICATION CLASSIFICATION:

Maintaining Traffic Plans & Provisions

DBE Requirement: 0%

ANTICIPATED START DATE: March 15, 2008

ANTICIPATED COMPLETION DATE: December 31, 2008

SPECIFIC PROJECT LOCATIONS:

Job Number	Bridge ID	Bridge Name	Work Description
85598	S08-63172-3	I-75 Connector EB over M-24	Deck Patching, Epoxy Overlay, PCI Beam Repair, Substructure Repair, Joints
85598	S10-63172-2	I-75 SB over Joslyn Road	Deep Overlay, Beam Repair, Painting, Substructure Repair, Approach
85598	S08-63174-1	I-75 NB over Livernois Road	Deck Patching, Beam Repair, Substructure Repair, Joints, Railings
85598	S10-63174	Wattles Road over I-75	Deck Patching, Epoxy Overlay, Beam Repair,

			Substructure Repair, Joint, Thrie Beam Retrofit
85598	S21-63174-1	I-75 NB over Maple Road	Deep Overlay, Substructure Repair, Approach
85598	S21-63174-2	I-74 SB over Maple Road	Deep Overlay, Substructure Repair, Approach
85598	S06-63174-2	I-75 SB over Rochester Road	Deep Overlay, Beam End Repair, Substructure Repair
85598	S06-63174-1	I-75 NB over Rochester Road	Deep Overlay, Beam End Repair, Substructure Repair
86039	S08-63172-4	I-75 Connector WB over M-24	Deck Patching, Epoxy Overlay, Beam End Repair, Substructure Repair, Joints, Approach
86039	S09-63172	Giddings Road over I-75	Deck Patching, Epoxy Overlay, Beam End Repair, Substructure Repair, Joints, Railing
86039	S12-63172-1	I-75 NB over Clintonville Road	Deck Patching, Epoxy Overlay, Beam Repair, Painting, Substructure Repair, Joints
Job Number	Bridge ID	Bridge Name	Work Description
86039	S12-63172-2	I-75 SB over Clintonville Road	Deck Patching, Epoxy Overlay, Beam Repair, Painting, Substructure Repair, Joints
86039	S15-63172	I-75 SB over Clarkston Road	Deck Patching, Epoxy Overlay, Painting, Beam Repair, Substructure Repair, Joints
86039	S16-63172	I-75 NB over Clarkston Road	Deck Patching, Epoxy Overlay, Beam Repair, Painting, Substructure Repair, Joints
86039	S08-63174-2	I-75 SB over Livernois Road	Deck Patching, Epoxy Overlay, Superstructure Repair, Substructure

			Repair, Joints, Railing
86892	S10-63172-1	I-75 NB over Joslyn Road	Deep Overlay, Beam End Repair, Painting, Substructure Repair, Approach
86892	S11-63174-1	I-75 NB over East Long Lake Road	Deep Overlay, Beam End Repair, Substructure Repair, Railing, Approach
86892	S11-63174-2	I-75 SB over East Long Lake Road	Deep Overlay, Beam End Repair, Substructure Repair, Approach
86893	S12-63174	Ramp Connector to Chrysler over I-75	Deep Overlay, Beam End Repair, Painting, Substructure Repair, Approach

MDOT PROJECT MANAGER:

Lori Swanson, P.E.
Michigan Department of Transportation
Oakland Transportation Service Center
2300 Dixie Highway, Suite 300
Waterford, Michigan 48328-1810
E-mail: swansonl@michigan.gov

Any questions relative to the scope of services must be submitted by **e-mail** to the MDOT project manager, Lori Swanson, P.E. Any questions must be asked at least three working days prior to the due date and time specified above. All questions and their answers will be placed on the MDOT website as soon as possible after receipt of the questions. The names of consultants submitting questions will not be disclosed.

CONSULTANT RESPONSIBILITIES:

The Consultant shall contact the Project Manager prior to beginning any work on this project.

The Consultant shall provide maintaining traffic concepts to Steve Stramsak, P.E., Oakland TSC's Traffic and Safety Engineer for approval. The maintaining traffic plan for these 19 bridges listed in this document shall be a comprehensive plan.

The Consultant shall include all work necessary to complete maintaining traffic sheets, special provisions, and necessary standard details and standard plans. The Consultant shall include 3 meetings and appropriate QA/QC.

MDOT RESPONSIBILITIES:

Upon the request of the Consultant, MDOT will provide construction plans for review. The Consultant must notify the Project Manager in advance to schedule an appointment to review plans.

SCHEDULE:

The Consultant shall follow and meet the completion dates as outlined in the following schedule:

Date	Task #	Description
	3390	Develop the Construction Zone Traffic Control Concepts
	3540	Develop the Construction Zone Traffic Control Plans
	3580	Develop Preliminary Plans (MOT Only)
		Submit Preliminary Plans (MOT Only)
	3590	Review Preliminary Plans
	3830	Complete the Construction Traffic Control Plans
	3840	Develop Final Plans and Specifications (MOT Only)
4/3/2008		Submit Final Plans/Proposal Package (MOT Only) to MDOT for Final Review – PLAN COMPLETION
4/24/2008	3870	Omissions/Errors Check (OEC) Meeting
5/17/2008		Consultant's Final Plan Turn In to MDOT – Final Construction Plans/Proposal package (MOT Only) with recommendations incorporated to MDOT

FINAL DELIVERABLES:

The final deliverables for this project shall include but not limited to the necessary maintaining traffic plan sheets, special provisions, standard details and standard plans.

PAYMENT SCHEDULE:

Compensation for this Contract shall be on an actual cost plus fixed fee basis. For a cost plus fixed fee contract, the selected consultant must have a cost accounting system to support a cost plus fixed fee contract. This type of system has a job-order cost accounting system for the recording and accumulation of costs incurred under its contracts. Each project is assigned a job number so that costs may be segregated and accumulated in the consultant's job-order accounting system.

CONSULTANT PAYMENT:

All invoices/bills for services must be directed to the Department and follow the 'then current' guidelines. The latest copy of the "Professional Engineering Service Reimbursement Guidelines for Bureau of Highways" is available on MDOT's Bulletin Board System. This document contains instructions and forms that must be followed and used for invoicing/billing; payment may be delayed or decreased if the instructions are not followed.

Payment to the Consultant for Services rendered shall not exceed the "Cost Plus Fixed Fee Not to Exceed Maximum Amount" unless an increase is approved in accordance with the contract with the Consultant. All invoices/bills must be submitted within 14 calendar days of the last date of services being performed for that invoice.

Direct expenses will not be paid in excess of that allowed by the Department for its own employees.

Supporting documentation must be submitted, with the invoice/bill, for all billable expenses on the Project. The only hours that will be considered allowable charges for this contract are those that are directly attributable to the PE activities of this Project. Hours spent in administrative, clerical, or accounting roles for billing and support, are not considered allowable hours; there will be no reimbursement for these hours.

“Overtime hours” are limited to time spent on the same project by the same person after 40 hours of straight time, in a Sunday through Saturday week (not other combinations).